



**Library Human Resources** Honor diversity | Champion learning | Embrace change

## **College to County Internship Position 2022**

**Title:** Library Location Services Intern

**Seasonal temporary position:** June through September

**Salary:** 22.25

**Work location:** St Johns Library - 7510 N Charleston Ave, Portland, OR 97203

**Approximate schedule:** 30-40 hrs (Monday - Friday)

### **Overview:**

The Multnomah County - St Johns Library provides local access to print resources, research databases, and technology access. We strive to present to the community an equitable, inclusive, and diverse space. Our program offerings are dedicated to all members of the community with a specialized focus to our underprivileged members. Our library has multiple project opportunities coming up in the summer. Our summer reading program will be welcoming our first group of youth volunteers since the pandemic began! In addition, our location is developing equity, diversity and inclusion (EDI) agreements and measurable goals. We are looking for an enthusiastic, organized intern to work on a series of projects centered around community engagement, project management, and equity work.

### **Job Task Description:**

- Collaborate in assessing and researching EDI efforts, achievements, and gaps.
- Present findings and recommendations
- Coordinate summer reading youth volunteers in the library.
- Assist in data organization and testing our internal customer relationship management database.
- Assist in a variety of systemwide projects.

### **The Ideal Candidate will:**

- Find value in connecting with the community.
- Be patient and willing to be around children.
- Be passionate about equity, inclusion
- Be eager to learn.
- Have an intermediate understanding of spreadsheets.
- Have an inclination to be organized.
- Have excellent verbal and written communication skills.

### **Knowledge/Skills/Abilities Required:**

- Ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Experience or ability to communicate effectively about equity and systemic barriers.
- Strong interpersonal skills and the ability to connect and communicate with diverse audiences using methods such as slide presentations, charts/graphs, or images.

- Good organizational and time management skills. Must be action-oriented and able to complete projects within a timely manner and attend all necessary meetings.
- Working knowledge of Google applications (Docs, Drive, Slides, Forms, etc.).
- Ability to maintain confidentiality regarding County projects and data.

## About Multnomah County Library

Multnomah County Library transforms lives and is essential to the health and success of the community. We respect the past, are attentive to the present and are genuinely excited about the future. We're a forward-looking library, engaged in and energized by the challenges and opportunities facing public libraries in the next several years.

We are the oldest public library west of the Mississippi, with a history that reaches back to 1864. Today, the Central Library and 18 neighborhood libraries that make up the library system house 700 computer search stations for the public and a collection of two million books and other library materials.

As Oregon's largest public library, MCL serves nearly one-fifth of the state's population with a wide variety of programs and services.

To read more about us, please visit our website at [www.multcolib.org](http://www.multcolib.org).

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

## Application Instructions:

Please fill out and submit an application for this position through the link provided by your program coordinator. The deadline for submitting online applications is 04/03/2022 at 12:00 AM.